

**BAYSHORE SANITARY DISTRICT**  
**MINUTES**

Regular Meeting of January 27, 2011

**Opening of Meeting:**

The meeting was called to order by President Gallagher at 7:00 P.M.

**Roll Call:**

Present: Gallagher, Quinteros, Rizzi, Swanbeck, Tonna  
Absent: None  
Staff: Clerk Landi, District Counsel Bakker, Maintenance Director Landi

**Oral and Written Communications:**

(1) Communications from members of the public  
None

(2) Communications from members of the District Board and Staff

President Gallagher reported that she had a conversation with Todd Rystrom of the SFPUC. He advised that the issue regarding interest on the sewer service charges that were withheld pending resolution of the malfunctioning meter issue has been resolved. They will be sending a letter officially notifying the District that there is no interest due.

Counsel Bakker said that he has heard that the SFPUC is attempting to get staff together to begin discussing renewal of the District's contract.

(3) Acknowledgment of recent correspondence to the District

Recent correspondence was included in Agenda meeting packets.

**Consent Items:** (Any member of the Board or the public can request that an item be removed from the consent agenda. If there are no objections all items are voted upon by one motion.)

- (4) Minutes of the Regular Meeting of December 16, 2010
- (5) Payment authorization for bills and compensation
- (6) Accept 12/31/10 monthly report on District's current financial status
- (7) Accept December, 2010 checking account statement reconciliation

A motion was made by Director Quinteros seconded by Director Swanbeck and unanimously passed by voice vote to approve the Consent Items which include payment by check numbers 5138-5158.

**Board Reports** – consideration of matters relating to:

(8) President Gallagher

(a) LAFCO: There was a meeting on January 19. The Commission reviewed the draft Municipal Service Reviews for Redwood City and County districts in the South County area. The Cities of Belmont and San Carlos and the Mid Peninsula Water District have been continued to the next meeting. Supervisor Don Horsley is the new County representative.

(b) CSDA – Local Chapter: The next meeting is February 1<sup>st</sup> and the Maintenance Director will be making a presentation about the District. Also, Senator Leland Yee is scheduled to speak promptly at 7 P.M.

(9) City of Daly City: Director Rizzi reported that the El Rancho development has changed ownership; however, none of the units have been sold. There appears to be no interest in the commercial portion of the property at this time.

(10) City of Brisbane: The CAG met last week and attendance is dwindling.

#### **Staff Reports:**

(11) **Maintenance Director** -- consideration of matters relating to:

(a) Monthly report on District operations and maintenance: The monthly report is self explanatory. CSMS has been working on cleaning up the landscape and replanting. There were two service requests since the last meeting. However, neither were District problems.

Telstar calibrated the meter on January 24<sup>th</sup> and has scheduled the next test for July 24<sup>th</sup>. The Tech is going to provide a procedures manual.

Today the District received a bill from Daly City for raising ten manholes after a paving project. Mr. Landi will field check the number of manholes.

(12) **District Engineer** – consideration of matters relating to: *The Engineer was absent – his monthly report was distributed in the meeting packets and is on file.*

(a) December meter reading data:

(b) Billing questions: The

(c) SFPUC billing

(d) Property insurance

(e) SFPUC Crystal Springs pipeline: The Maintenance Director advised the Board that in regard to video inspection of the District's facilities, he recommends that the District conduct the inspection which has been the practice. The Engineer advised the City that if they handle the inspection, they would have to provide tapes to the District and the Maintenance Director would need to be present during the inspection. It was the consensus of the Board that the video inspection be done by the District. The Maintenance Director will communicate with the Engineer.

(f) Capacity entitlement fee – potential increases

(g) Resolution No. 2010-04: This resolution deals with the allocation of funds on hand each June 30<sup>th</sup>. It is not required by any code and therefore, may require no action at this time. District

Counsel will discuss this with the Engineer and decide what if any action should be taken at this time.

(13) District Counsel – consideration of matters relating to:

Counsel Bakker reported on discussions at the Attorney’s meeting at the CASA Conference. There was a lot of talk about toxicity testing. Also of interest, was a discussion about a press supported organization that tracks potential violations of the Brown Act.

(14) **District Clerk** – consideration of matters relating to:

No report.

**Old Business:**

None.

**New Business:**

None

(15) Reports on other matters: no action will be taken

Director Swanbeck told her fellow Directors that she is a member of a CSDA Workgroup reviewing legislation which could affect special districts.

The Maintenance Director asked when the Municipal Service Review for the District will begin. It is unknown at this time. Also, he mentioned that he believes the District may be one of the oldest; formed in 1925. He suggested that a future topic of discussion might be strategic planning: succession plan, outreach, goals, objectives, etc. The President said that the Board may wish to consider an outside professional to provide guidance. Director Rizzi mentioned that outreach efforts he is aware of in this area haven’t really increased participation. Director Swanbeck said that we also need to keep in mind that we deal with 3 entities—Brisbane, Daly City and San Francisco.

**Adjournment:**

A motion was made by Director Quinteros, seconded by Director Swanbeck and passed to adjourn the meeting at 7:35 P.M. The next meeting is February 24, 2011.

Submitted by Joann Landi